



MEMORANDUM

To: Campbell County Police Departments
Campbell County Detention Center
Campbell County Sheriff Department

From: William R. Turner, Director

Date: Friday, April 3, 2020

Re: PPE Order/Pickup Schedule

In order for our office to keep up with the demand of PPE request we are starting to fill orders once per week. Starting Monday, April 6, 2020 your agency can request PPE (Via the 213 Form) for what your agency will need for the next week. ***Since we do not know when our next PPE order will be please only order what your burn rate was the previous week.*** All orders shall be submitted to eoc@campbellcountyky.gov by 4:00pm each Wednesday, orders will be ready for pickup every Thursday (Next Day) using the below schedule at the Campbell County Fire Training Center. If you run out of something before your next order please contact us at the above email, if it is after normal business hours or the weekend. Please have dispatch contact our on-call person to fill your order.

When filling out the 213 form please complete boxes that are highlighted on the below (page 2) example 213 form.

9:00am – Alexandria

9:15am – Bellevue

9:30am – Campbell County

9:45am – Campbell County Sheriff

10:00am – Cold Spring

10:15am – Dayton

10:30am – Fort Thomas

10:45am – Highland Heights

11:00am - Newport

11:15am – NKU

11:30am – Southgate

11:45am - Wilder

12:00pm – Detention Center

Resource Request (ICS-213RR) Form [CLICK HERE](#)



Office of Emergency Management

William R. Turner, Director

ICS-213RR Example:

RESOURCE REQUEST (ICS 213 RR), Adapted for FDA

1. Incident Name: COVID-19					2. Date/Time					3. Resource Request Number:				
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):													
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Cost	5. Resource Status								
						Received by	Date/Time	Assigned to	Released to	Date/Time				
6. Requested Delivery/Reporting Location: Pick-up @ Training Center														
7. Suitable Substitutes and/or Suggested Sources:														
8. Requested by Name/Position:					9. Priority: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Low		10. Section Chief Approval:							
Logistics	11. Logistics Order Number:					12. Supplier Phone/Fax/Email:								
	13. Name of Supplier/POC:													
	14. Notes:													
	15. Approval Signature of Auth Logistics Rep:					16. Date/Time:								
17. Order placed by:														
Finance	18. Reply/Comments from Finance:													
	19. Finance Section Signature:					20. Date/Time:								

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Updated by FDA 2/2011